

**Before the
Federal Communications Commission
Washington DC 20554**

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| In the Matter of |) | |
| |) | |
| Request for Review and Waiver of the Decision of the |) | |
| Universal Service Administrator by |) | |
| |) | |
| Willamette Education Service District |) | File No. SLD - 821943 |
| Salem, OR |) | |
| |) | |
| Schools and Libraries Universal Service |) | CC Docket No. 02-6 |
| Support Mechanism |) | |

Request for Review and Waiver

Willamette Education Service District (“WESD”) requests that the Commission review and reverse the Decision of the Administrator (“USAC”) in the above-captioned matter and instruct USAC to process our FY 2011 Form 471 application or, if necessary, reach the same result by waiving its rules. In a formal Letter dated August 18, 2011, USAC informed us that our application had not received a postmark before this year’s window application period had closed, and, therefore, for all intents and purposes, would not be processed. Our application should be processed for any or all of the following reasons: (1) USAC’s website would not accept our completed application on the day of the filing deadline; (2) we mailed a hard copy of it to USAC before the deadline; and/or (3) it was postmarked only one day after the deadline, well within the Commission’s well-established 14-day grace period for filing.

I. SUMMARY

WESD is a regional service agency that provides educational support services to 21 school districts located in northwestern Oregon. This year, 15 of those school districts participated in the WESD E-rate consortium. The consortium applied for approximately \$300,000 worth of discounts on “Last Mile” and other essential services. On August 29, 2011, five months after we filed that application, we finally heard something about it from USAC. USAC informed us that it was not going to process it as an inside-the-window application

because it was postmarked late. Up until then, we did not know whether the application had been postmarked March 24th (last day of the window period) or March 25th. For either or both of the following reasons, we request that the Commission instruct USAC to process our FY 2011 application as an inside-the-window application:

- (1) We did everything we reasonably could to file our application electronically and on time, but the problems that USAC's online application system was experiencing during the window period's final hours made that impossible. If it were not for that electronic breakdown, which was outside of our control, we would have filed our application inside the window.
- (2) When it became apparent that USAC's system was not going to allow us to file electronically, we managed to get a hard copy of our application into the mail before the 11:59 Pacific Standard Time deadline on March 24, 2011. It did not receive a postmark, however, until the following day. But the actual mailing date should take precedence over the postmark date, and the evidence shows that it was mailed on time. Therefore, our application was not submitted late.

If necessary, waiver is an option. It is a suitable remedy in these circumstances because our application was postmarked only one day late. The *Academy of Math and Science Order*¹ established a 14-day grace period for filing Form 471 applications after the window period closes, so long as there is no evidence of waste, fraud or abuse associated with the application. There is certainly no evidence or allegation of any of that here, and there is no question that we filed our application well within that 14-day timeframe. Therefore, if the Commission decides that it cannot reverse USAC's finding on the merits, the equitable and appropriate remedy, we submit, would be to reach the same result by waiving the Commission's rules.

¹ *Request for Review of the Decision of the Universal Service Administrator by Academy of Math and Science, et al., Schools and Libraries Universal Service Support Mechanism*, File Nos. SLD-487009, et al., CC Docket No. 02-6, Order, 25 FCC Rcd 9256 (2010) (*Academy of Math and Science Order*).

II. FACTS

As WESD's E-rate Coordinator, I have had many years of experience preparing and filing WESD's E-rate applications. This year, unfortunately, I had no choice but to wait until the last minute to file. That was because one of our member school districts was procuring services that may have needed to be included in our application, and the Form 470 allowable contract date for those services was March 24th, the day of the deadline. I knew that there was a good chance of USAC's servers becoming overwhelmed that day, plus I had been receiving reports already about applicants having difficulties filing their applications electronically, so naturally I was very nervous about having to wait until the last day to file.

On March 24th, the school district selected a service provider, executed a contract and, finally, sent word that they would not be added to the WESD application. Rather than filling out the application directly on USAC's website, which has a tendency to be "clunky" and difficult, I used an application management tool that I and other applicants have been using successfully for years specifically for this purpose. I had discovered long ago that I could complete and file a Form 471 online far more easily and quickly simply by skipping the interface on USAC's website and using the one that Funds For Learning ("FFL") had developed instead.² I completed my data entry, reviewed my work, and, at approximately 8:20 p.m. Pacific Standard Time (PST) -- 39 minutes before the FY 2011 window closed, clicked on "submit." I immediately let out a sigh of relief.

My relief, however, would turn out to be very short-lived. At 8:32 p.m. PST, I received the following alert advising me that USAC's site was not accepting the transfer of information:

E-rate Manager experienced technical difficulty while attempting to transfer your form 471 with identifier "471WESD14-P1" to the SLD. This may have been caused by an outage at the SLD's website, <http://www.usac.org/sl/>.

The following values were assigned during the last attempt to transfer the form.

Form 471 No.: 821235

Sec. Code: ***** [excised here for security purposes]

If you would like more information on this problem, please reply to this e-mail.

Reference: log #1301023921

² Funds For Learning, LLC is a well respected E-rate compliance consulting firm and provider of online E-rate management and compliance tools.

I was surprised and upset of course, but by no means shocked, as I had been receiving a steady stream of information for weeks about problems that applicants, both locally and nationally, had been experiencing with USAC's online application system. As the weeks wore on, it was becoming increasingly apparent to everyone in the E-rate community that USAC's electronic filing system was suffering from some serious programming flaws and not from some random glitches. The following, an advisory that Pennsylvania's E-rate Coordinator posted during the filing window this year, illustrates just how serious and widespread the online filing problems actually were:³

Most Frequently Asked Questions (from last 2 weeks)

Message Posted March 8, 2011

Each year I notice a pattern in the questions that applicants ask and this year is no different. Below are answers to the 12 most frequently asked questions of FY 2011.

1) I keep getting '471 Server Errors' when I try to complete my Form 471. What can I do?

USAC is experiencing some technical issues related to the new Online Form 471 and are asking for your patience this year (I personally recommend that you submit your Form 471 no later than March 20). One suggestion to overcome the Server Errors is to try the following:

In Internet Explorer: Go to Tools > Internet Options > Privacy > Sites > and add "www.usac.org" and click "Allow".

Note: The new form has numerous problems with Mac's... so use a PC when completing the form.

When I received the transfer error message I contacted FFL immediately to see if any of their other users had reported having any similar problem transferring their applications. They said, "no," assured me that the problem was with USAC's website and not with the company's software, and told me that there were plenty of stories floating around about applicants generally experiencing problems with USAC's website. FFL's assurance squared with what I had been hearing directly from other Oregon applicants who had been experiencing a wide range of difficulties with USAC's site and who I knew were NOT using FFL's application management tool.

³ <http://www.e-ratepa.org/Listserve-Archive/2011/03-08-11.htm>

FFL explained to me that in the past it had had some success force-feeding applications directly into USAC's system, despite the error messages, by continuing to attempt data entry on the USAC site and simply not giving up. So we decided on a two-pronged approach. I would try that while the FFL system tried again repeatedly to transfer the Form 471 that I had been unable to submit earlier that evening. But as soon as I logged into the Form 471 page on USAC's website, my heart sank. It hit me that there was not going to be any pre-populated school district and NSLP data there. I knew that the 20 minutes I had left could not possibly be enough time to enter data for 15 school districts and all of the other information that the form required. Meanwhile, despite their best efforts, FFL's skilled IT staff still could not get past the problems plaguing USAC's website, and soon, the electronic filing deadline had passed.

At that point, one option remained – the mail. It would still be March 24th in Oregon for three more hours. If I could somehow manage to get our application in the mail and postmarked that day, I knew that our application would be processed as an “inside-the-window” application by USAC.⁴

My problem was that I had no local Post Office to go to so late in the day to get a March 24th postmark. So I discussed this with FFL to see if someone there could help. While not optimistic, they thought that they might be able to find a Post Office open in the Oklahoma City, Oklahoma area, where their office is located, so they graciously agreed to print and mail our Form 471 for me after I faxed them the signature page. We agreed further that if they could not find a Post Office open, they would make sure to place the application into a mailbox before midnight Pacific Standard Time, which was the deadline where I was located. This was important, since I had authorized FFL to mail it on my (WESD's) behalf, and midnight PST was my filing deadline.

⁴ FCC Form 471 Instructions – October 2010, at p.6. (“All materials associated with the Form 471 must be received by 11:59 p.m. EST on or before the last day of the Form 471 application filing window, if filed online, or postmarked on or before the last day of the Form 471 application filing window, if filed on paper, in order for the request to receive consideration as inside the window.” [Emphasis added.] http://www.usac.org/_res/documents/sl/pdf/471i_fy05.pdf

As it turned out, FFL could not find a Post Office still open. So instead, FFL's representative dropped the WESD Form 471 into a mailbox at 9:58 p.m. PST (11:58 p.m. CST) (See Exhibit A, Affidavit of John D. Harrington). At 10:29 p.m. PST (12:29 a.m. CST), I received the following email from FFL confirming this:

From: John Harrington [mailto:jharrington@fundsforlearning.com]
Sent: Thursday, March 24, 2011 10:29 PM
To: Carson, Sabrina
Cc: Cathy Cruzan
Subject: 471WESD14-P1
Importance: High

Hello Sabrina,

Attached is the PDF copy of the Form 471 that was mailed to USAC this evening. The form was sent before midnight (i.e. on March 24, 2011). I recommend that you forward a copy to USAC prior to midnight this evening to document your timely completion of the form.

Sincerely,
John

In his email, as you can see, Mr. Harrington suggested that I email a copy of our Form 471 to USAC before midnight to document that I had actually completed it before then. At least it would give me an email "postmark" showing that I had submitted it to USAC on time. I knew that if the Form 471 that FFL mailed for me wound up receiving a postmark date of March 25th, rather than March 24th, everything I tried to do to file on time would become very important later on. Therefore, at 10:48 PST, I did as Mr. Harrington suggested and sent an email, with a copy of the WESD Form 471 attached to it, to John Noran, a senior staff person at USAC. I explained that applicants had encountered serious problems earlier in the evening trying to submit their applications to USAC's website, that I had been one of them, and that I had been unable to submit the WESD Form 471 online for that reason. In addition, I advised him that a paper copy of our Form 471 had been mailed to USAC *before midnight my time*⁵, pointing out that I was trying to do everything I possibly could to comply with the program's filing requirements. This is a copy of the email that I sent to Mr. Noran:

⁵ As it was filed at 11:58 p.m. CST, it was also filed on March 24, 2011 in the time zone from which it was physically mailed.

From: Carson, Sabrina [mailto:Sabrina.Carson@wesd.org]
Sent: Thursday, March 24, 2011 10:48 PM
To: John Noran
Cc: DeLoach, Robin; Wolff, Don
Subject: Need someone to see this!!

John,

I'm not sure if you are aware, but there were some SERIOUS issues with filing applications this evening, especially for Consortia and Statewide applicants. My agency (a consortium) was affected by this, as we were unable to successfully submit our form online due to repeated errors. I am submitting a PDF copy of my paper form, submitted to the post office prior to midnight my time, in the hopes of creating sufficient documentation of my attempt to comply with program deadlines and procedures. I know that the decisions do not rest solely with you, and may ultimately rest with the FCC, but hope that your familiarity with applicant issues will help us and folks in our situation gain some relief. Thanks, and have a good evening.

Sabrina Carson
Willamette ESD

FFL informed me the following week that they had managed to data enter a copy of the application on the USAC site a few days after the window closed, but that it had taken 3 long hours to do so due to the high number of error messages they had received and how many times the system had simply knocked them off. These issues could not be attributed to heavy traffic due to last minute filers, and there were likely very few (if any) filers after the closing date, thus highlighting that USAC's filing system had some very large and serious cracks in it.

Mr. Noran never replied to the email I sent him. After March 24th, I called and emailed USAC staff numerous times to determine the status of our application, and, more specifically, what date it was postmarked, but to no avail. Finally, in late July, I reached someone in USAC's Client Services group who told me informally that our application had been postmarked March 25th and was classified as an "outside-the-window" application.

Still, I had no formal notification from USAC. I continued to call USAC's Client Services group for an official letter. Near the end of August, a USAC service representative told me that a notification letter had been mailed on August 18 to WESD⁶. At my request, on August 29, USAC e-mailed me a copy of the following notice entitled "Funding Year 2011 Form 471 Postmarked Outside of Window Letter":⁷

⁶ As of October 7, 2011, the actual letter has not arrived in the mail.

⁷ USAC's formal notice is attached hereto as Exhibit B.

We're sending this letter to thank you for your recent Form 471 application. Your Form 471 application and/or certification was submitted online or postmarked AFTER the deadline for an application to be considered as filed within the window. Program rules require us to hold your application pending final review of those applications that were filed within the window. We will post an announcement on the USAC website at www.usac.org/sl once we determine if funding applications that were submitted within the application filing window will fully utilize all the funds available for this Funding Year.

III. DISCUSSION

A. The WESD Consortium Submitted Its FY 2011 Form 471 On Time

- 1. WESD's Form 471 should be processed as an "inside-the-window," online application because it was the instability of USAC's online application system that made it impossible for WESD to submit it that way.**

USAC's inability to provide a stable application submission system caused problems throughout the FY 2011 window application period. Reports of applicants receiving error messages while attempting to submit their applications were anything but isolated. As Pennsylvania's E-rate Coordinator reported, one of the most common questions she received during the window period this year was this: *"I keep getting '471 Server Errors' when I try to complete my Form 471. What can I do?"* That USAC was the source of the electronic filing problem was never in question. As that state E-rate coordinator explained, *"USAC is experiencing some technical issues related to the new Online Form 471 and is asking for your patience this year."*

It was USAC's inability to provide a stable application submission system this year that made it impossible for me to file WESD's Form 471 electronically before the filing window closed. I waited until the last minute to file because I had no other choice; I had to wait for a third party to complete its procurement before I could file. Late filing is not against the rules, so surely it would not be right to penalize WESD simply for that. While filing at the last-minute leaves absolutely no margin for error and, therefore, is not a good practice, at the end of the day – literally – the only errors that applicants should have to be concerned about are their own.

Applicants should not be penalized for USAC programming mistakes, server load miscalculations or anything else that USAC is responsible for that prevents them from filing their applications online and on time.

The FY 2011 Form 471 window application period for electronically filed forms closed at 8:59 p.m. PST (11:59 p.m. EST) on March 24, 2011. I attempted to file WESD's Form 471 application at approximately 8:20 p.m. PST (11:20 p.m. EST) on March 24, 2011. If, at that time, USAC's online application system had been functioning properly, USAC would have routinely processed WESD's Form 471 as an "inside-the-window" application. Instead, USAC's online application system malfunctioned, and that alone is what prevented WESD's Form 471 online application from receiving "inside-the-window" filing status. In these circumstances, we submit, it would be fundamentally unfair to tag that application as "out of window" and to take away hundreds of thousands of dollars worth of badly needed E-rate support from our member school districts for that reason. Accordingly, because the only equitable, fair and appropriate remedy in this instance is to instruct USAC to process WESD's online application as if it were filed inside the window, that is what we respectfully request the Commission to do.

2. WESD's Form 471 could also be processed as an "inside-the-window" application because WESD mailed a hard copy of it to USAC before the window application period closed.

Section 54.720(e) of the Commission's rules, which covers filing deadlines, states:

In all cases of requests for review filed under §54.719, the request for review shall be deemed filed on the postmark date. If the postmark date cannot be determined, the applicant must file a sworn affidavit stating the date that the request for review was mailed.

Although this section on its face pertains to requests for review, it helps to answer the question whether a Form 471 is "filed" when it is placed in the mail or when it is postmarked. I believe that the Commission intended for the former to take precedence over the latter if and when there is, like there is here, a substantial question raised as to whether the postmark date reflects the actual date of mailing.

While the Commission finds, and I agree, that the best evidence of mailing is the postmark date, it goes on to explain that if the postmark date cannot be determined, then an applicant may establish the date of mailing by submitting a sworn affidavit stating when the document was placed in the mail. From this, three things are clear: (1) the actual date of mailing is what matters most; (2) for administrative purposes, the Commission deems the postmark date and the actual date of mailing to be one and the same, even though that is not always the case; and (3) when it comes to proving the actual date of mailing, the Commission is willing to carve out reasonable exceptions to the postmark date rule.

Since the Commission permits an applicant to introduce evidence of mailing besides a postmark date, where the postmark date is unclear, it follows logically that the Commission would permit an applicant to introduce evidence of mailing besides a postmark date, where the applicant alleges that the postmark date is wrong – i.e., does not accurately reflect the actual date on which the document was mailed. We urge the Commission to adopt that exception here, if it has not done so already elsewhere.

The evidence here, including the sworn affidavit attached, proves that our Form 471 received a postmark one day after it was actually placed in the mail. When neither I nor FFL could manage to get USAC's website to accept WESD's Form 471 online, I faxed the signature page to FFL and authorized the firm to print out and mail our application to USAC. FFL's chief executive officer placed it in the mail at 9:58 p.m. PST (11:58 p.m. CST) on March 24, 2011, which was before the window had closed for paper filing in all but one United States time zone. At 10:29 p.m. PST on March 24th, FFL sent me an email to confirm the time of mailing. At 10:48 p.m. PST, I sent an email to a USAC official to inform him, among other things, that our application had already been mailed. Along with that email, I included a copy of our Form 471. As a result, that version of our Form 471 filing received an electronic "postmark" date of March 24, 2011.

All of this evidence establishes two critically important facts: (1) the postmark date on the WESD Form 471 was not the date on which it was actually mailed, and (2) when FFL, acting as my agent and under my direction, placed WESD's Form 471 in the mail, it was still March 24, 2011, where all of us were located. Therefore, the Commission has further grounds for

instructing USAC to process the WESD Form 471 as an “inside-the-window” application.

B. Alternatively, The Commission Should Waive It’s Rules And Treat The WESD Form 471 As an “Inside-The-Window” Application Because It Was Postmarked Only One Day After The Window Period Closed.

In its 2010 *Academy of Math and Science Order*, the Commission granted waivers of the Form 471 application filing window deadline to applicants that filed their Form 471 applications within 14 days of the Form 471 application filing window deadline.⁸ Since then, the Commission has consistently granted waivers to applicants that have filed their Form 471 applications within this 14-day grace period.⁹

In a case similar to this one, the Commission granted a waiver to an applicant that “filed its certification late due to a technical glitch with USAC’s electronic filing system.”¹⁰ Here, it was much more than merely a “technical glitch” in USAC’s website that prevented the WESD Form 471 from being filed online and on time. And, moreover, the hard copy mailed to USAC was postmarked only one day late, which was well within the Commission’s 14-day grace period for filing.

Therefore, if the Commission rejects our contention that WESD filed its Form 471 on time and concludes instead that our Form 471 was received after the filing window closed, then a waiver of the FCC Form 471 application filing window deadline is clearly warranted under the standards that the Commission established in the *Academy of Math and Science Order*.

⁸ *Academy of Math and Science Order*, *supra* at n.1.

⁹ See, e.g., *Request for Waiver and Review of the Decisions of the Universal Service Administrator by All Saints Elementary School, et al., Universal Service Support Mechanism*, File Nos. SLD-816848, *et al.*, CC Docket No. 02-6, Order (Wireline Comp. Bur. 2011) (*All Saints Elementary School Order*); *Requests for Waivers and Review of the Decisions of the Universal Service Administrator by Beaver Area Memorial Library, et al., Schools and Libraries Universal Service Support Mechanism*, File Nos. SLD-750009, *et al.*, CC Docket No. 02-

¹⁰ *All Saints Elementary School Order* at n.10.

Respectfully submitted,

Sabrina Carson
E-Rate Coordinator
Willamette Education Service District
2611 Pringle Rd SE
Salem, OR 97302
503.540.4495
Sabrina.Carson@wesd.org

October 7, 2011

AFFIDAVIT

State of Oklahoma)
)
County of Oklahoma)

I, John D. Harrington, being duly sworn, hereby affirm under penalty of perjury, that:

1. I am the Chief Executive Officer of Funds For Learning, LLC. Our company's headquarters and my office are located in Edmond, Oklahoma.
2. Sabrina Carson is the E-rate Coordinator for Willamette Education Service District ("WESD") in Salem, Oregon. She telephoned me at approximately 10:30 p.m. Central Standard Time (8:30 p.m. Pacific Standard Time) on March 24, 2011, the final day of the Form 471 "window" filing period for FY 2011.
3. Ms. Carson sounded very upset. She informed me that she had tried unsuccessfully to upload WESD's Form 471 to USAC's website just minutes before. She was calling, she explained, to ask for help with filing it.
4. I agreed to do what I could to assist her. Among other things, I suggested that she email me a copy of the WESD Form 471 and then, to fax me her signed certification/signature page, both of which she did.
5. One of my staff members printed out the WESD Form 471, attached Ms. Carson's signed certification/signature page to it, scanned the entire document, prepared an envelope addressed to USAC, and, finally, delivered the entire Form 471 package to me for review. I reviewed the Form 471 quickly to make sure that it was complete and checked the USAC address on the envelope to make sure that it was correct.
6. The application was complete and the address was correct, so I inserted the WESD Form 471 into the envelope, sealed it, and left my office. I drove to the U.S. Post Office located at 4025 W. Reno Avenue, Oklahoma City, OK. It took me about 20 minutes to get there.
7. When I reached the post office, the doors were locked, but I could see a clerk in the lobby. The clerk would not open the doors for me.
8. I returned to my car, drove over to the mailbox located outside of the post office, and dropped the envelope containing the WESD Form 471 into the mailbox at 11:58 p.m. Central Standard Time (9:58 p.m. Pacific Standard Time).

9. I am sure of the exact time because I took a picture of the clock on my car's dashboard as I was dropping the envelope into the mailbox. Below is a copy of that picture.



10. I returned to my office and, at 12:29 a.m. Central Standard Time (10:29 p.m. Pacific Standard Time), emailed to Ms. Carson a PDF copy of the WESD Form 471 that I had just mailed. In my email, I informed her that I had mailed the application before midnight (my time and her time) and, for insurance, I suggested that she forward the PDF copy to USAC before midnight her time.


(Signature)

John D. Harrington

Printed Name

SWORN TO AND SUBSCRIBED
BEFORE ME THIS 6th DAY
OF October, 2011


Verlyne Jolley
Notary Public
My Commission Expires 8/4/13
Comm # 01013140

Exhibit B – USAC Notice Dated August 18, 2011



Universal Service Administrative Company
Schools & Libraries Division

FUNDING YEAR 2011 FORM 471
POSTMARKED OUTSIDE OF WINDOW

August 18, 2011

SABRINA CARSON
WILLAMETTE RGNL ED SER DIST
2611 PRINGLE ROAD SE
SALEM, OR 97302-3018

Re: Applicant's Form Identifier: 471WESD14-P1
Form 471 Application Number: 821943

We're sending this letter to thank you for your recent Form 471 application. Your Form 471 application and/or certification was submitted online or postmarked AFTER the deadline for an application to be considered as filed within the window.

Program rules require us to hold your application pending final review of those applications that were filed within the window. We will post an announcement on the USAC website at www.usac.org/sl once we determine if funding applications that were submitted within the application filing window will fully utilize all the funds available for this Funding Year.

For more information about the processing of pending applications, about funding for applications filed after the close of the filing window or about plans for future funding years, please visit our website or call the Client Service Bureau at 1-888-203-8100.

TO APPEAL THIS DECISION:

If you wish to appeal a decision indicated in this letter, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the decision letter and the decision you are appealing:
 - Appellant name,
 - Applicant or service provider name,
 - BEN,
 - Application number 821943 as assigned by USAC,
 - "Funding Year 2011 Form 471 Postmarked Outside of Window Letter,"AND
 - The exact text or the decision that you are appealing.
3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.

DUPLICATE LETTER

4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.

5. Provide an authorized signature on your letter of appeal.

To submit your appeal to USAC by email, email to appeals@sl.universalservice.org. USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973)599-6542.

To submit your appeal to us on paper, send your appeal to:

Letter of Appeal
Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West
PO Box 685
Parsippany, NJ 07054-0685

You have the option of filing an appeal with USAC or with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in the "Appeals Procedure" posted on our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

Schools and Libraries Division
Universal Service Administrative Company